

To: School Administrators
From: Gail Schauer, Director for Teacher and School Effectiveness
Date: March 10, 2016
Subject: Summer School Reporting

This memo provides the necessary procedures to complete the online application and reporting for the Summer School approval process. The Summer School Application and Licensed Personnel (MIS03) reports will be open for data entry beginning on **March 14, 2016** and must be received by the North Dakota Department of Public Instruction (NDDPI) fifteen days prior to the start of the program. Please follow the steps below for the State Automated Reporting System (STARS) reporting:

1. Log into **STARS** (<https://www.nd.gov/dpi/data/STARS/>). You need authority granted to you to enter licensed personnel information as you would during the regular school year.
2. On the **Fill out Reports** page of STARS you will see a folder identified as **Personnel**. Click on the + sign by Personnel to open the folder; if you do not see this folder contact your school administrator to provide you permission for this folder in the STARS system under "Manage User".
3. Click on the + sign by **Summer School Licensed Personnel (MIS03)** to view your district and plant identification.
4. Click on the appropriate **Plant Identification** (County, LEA, Plant number) for the elementary or high school program. A box to your right will appear.
5. Select the default **2016-2017** school year and click on "Select".
6. Click on **Summer School Application** and enter the requested information. **"Save, Validate, and Submit"**.
7. Click on **Licensed Personnel** to enter the summer school data. This process is the same as the regular school year entry.
8. Click on **Add Licensed Personnel**.
9. Enter your summer school **teaching staff** by license number. You will be able to roll over your summer school staff each year after the first year of entry.
10. Enter the **course name and course number** being taught through the course code search.
11. For each course enter the credit code (for high school), **total number of instructional hours, projected number of students per grade** (based on the grade level this upcoming fall), **and gender**. Please note: Driver Education courses require a minimum of 30 hours of classroom instruction, 6 hours of behind the wheel, and 6 hours of observation for ¼ credit.
12. **Save** the report throughout the data entering process. You can log out and return to the MIS03 to enter data at any time.
13. When completed, **validate** the report. Address any errors and warnings identified. You can submit the report with warnings, but not with errors.
14. Print copies of the reports for your records if you wish.
15. **Exit Report** and **log out** of STARS when done.

Once our office receives the completed application and the MIS03 report, we will verify the information and send an approval letter to the district office recognizing the approved courses. Upon completion of the summer school program, the district will report the student attendance for the approved summer school courses on the STARS Fall Enrollment Summer School Report. This information determines your state reimbursement for summer school which is paid out in the fall.

Reminder: Please be certain that all driver education instructors have provided the necessary information to the Education Standards and Practices Board office for **annual renewal** of their driver education endorsements in order to expedite program approval. You may contact the ESPB office by phone at (701) 328-9641 or by email at <http://www.nd.gov/espb>.

If you have any questions on the approval of the summer programs and reporting, please contact Gwyn Marback at (701) 328-2295. If you have any questions pertaining to grades K-8 remedial and grades 5-8 summer school, please contact Carol Harmsen at (701) 328-328-2266 or by e-mail charmsen@nd.gov. If you have questions pertaining to high school summer school, please contact Angie Thomas at (701) 328-2317 or by e-mail afthomas@nd.gov. If you have any questions regarding state funding or fall reporting, please contact Don Williams at (701) 328-2236 or by e-mail at dmwilliams@nd.gov . Thanks and have a good summer!